

**MINUTES OF MEETING**  
**Building Lease Subcommittee**  
**RISLA**

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The Building Lease Subcommittee of the Rhode Island Student Loan Authority was held on Friday, September 4, 2015 in the RISLA Conference Room, 560 Jefferson Boulevard, Warwick, Rhode Island.

Members in attendance:

Mr. Robert J. Delaney

Ms. Bea Lanzi

Others in attendance:

Mr. Charlie Kelley

Ms. Deborah Machowski

Mr. Kevan McAleer

Mr. Joe Palumbo

Mr. Noel Simpson

The group reviewed a copy of the DRAFT lease that has been shared with the Commissioner's Office. However, there are highlighted changes which have not yet been forwarded to the Commissioner's office until the subcommittee had a chance to review them. Mr. Kelley stated that the lease includes an additional 1,400 square feet of vacant space on the second floor which RISLA could use for its current operations and future expansion.

The Committee discussed whether the building meets RISLA's future operational needs. Mr. Delaney suggested that a meeting be scheduled with the Commissioner so that there is no ambiguity. History should be discussed and it should be stressed that RISLA does not advocate moving from its current location. It was suggested that other rental properties on Jefferson Boulevard and the general area be researched.

The following points were discussed:

- Mr. Kelley discussed the critical business issues that need to be addressed. He pointed out, for example, that RISLA provides a time sensitive service to college students and their families as student loan applications must be processed and disbursed in a timely manner and if the air conditioning system were to fail during the key busy season of July and August, RISLA would have to shut down (including computer systems) until repairs could be made. If the repairs were to take too long students may not be able to register for classes unless their loan applications are processed and funds disbursed in accordance with school deadlines.
- Snow removal was also discussed.

It was suggested that Mr. Palumbo and Mr. Kelley contact State Properties to ascertain the parameters of a lease between a quasi-state agency and the State.

The Committee also discussed concerns about having to procure services for maintenance now that the building is owned by the State.

- It was suggested that the lease also address access to the second floor once the first floor occupant leaves for the day requiring some system to be put in place, such as an external intercom, camera, remote door opener, etc.